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**DIVISION OF HEALTH LICENSING  
SELF-INSPECTION GUIDE FOR REGULATION 61-25**

This guide was developed to encourage people to periodically inspect their own facilities to help them meet standards of R61-25 (kitchen regulations). Key personnel should use all or part of this guide while making routine, periodic reviews to evaluate how well the facility meets standards and provides the appropriate services and safeguards.

This should lead to a determination of the actions, which may be needed to improve services, safeguards and living conditions.

(If you check a block, which is shaded, you should take action to correct the situation.)

SECTION	POINTS	ITEM	Y	N	REMARKS
1	5	Does the facility provide food from an approved source?			
2	1	Was the food stored in the facility in sound condition with no spoilage?			
3	5	Was the food properly labeled and in its original container?			
4	4	Does the facility maintain records of food items purchased?			
5	4	Do potentially hazardous food meet temperature requirements during storage, preparation, display, service, and transportation?			
6	5	Are potentially hazardous foods properly thawed?			
7	2	Are frozen foods kept frozen?			
8	1	Has the facility taken steps to prevent cross-contamination?			
9	2	Has the facility taken measures to protect food during storage, preparation, display service, and transportation?			

SECTION	POINTS	ITEM	Y	N	REMARKS
10	1	Are accurate, conspicuous thermometers provided?			
11	5	Is the handling of ice minimized?			
12	5	Is ice dispensing utensils properly stored?			
13	1	Are facility personnel with infection restricted from handling food?			
14	2	Does the facility staff wash and clean their hands and utilize good hygienic practices?			
15	1	Is the outer clothing of staff clean?			
16	2	Are the sinks properly designed, constructed, maintained, installed, located, operated?			
17	1	Are accurate thermometers, chemical test kits provided, gauge check. (1/4" IPS value)?			
18	1	Is the wash, rinse water clean and proper temperature?			
19	4	Is the sanitization water clean, proper temperature, concentration, exposure time, and equipment, utensils sanitized?			
20	1	Are wiping cloths clean and properly stored?			
21	2	Are food contact surfaces of equipment and utensils clean and free of abrasives and/or detergents?			
22	1	Are non-food contact surfaces of equipment and utensils clean?			
23	1	Are clean equipment and utensils properly stored?			
24	1	Are single service articles properly stored, handled, and dispensed? Is there no re-use of these single service articles?			
25	5	Is the water obtained by facility from an approved source? Does the facility have adequate pressure from its hot and cold faucets?			
26	5	Is sewage and wastewater properly disposed of by the facility?			
27	1	Has the plumbing been properly installed? Is it maintained?			

SECTION	POINTS	ITEM	Y	N	REMARKS
28	5	Does the facility have back flow devices where required?			
29	4	Does the facility have adequate, convenient, accessible, designed, installed toilet and hand washing facilities?			
30	2	Are the toilet room fixtures clean and in good repair? Is there tissue at toilet facility? Is there a means (hand cleanser and acceptable means of drying hands) to wash hands after use of toilet? Is a waste receptacle provided? Are the doors to toilet self-closing?			
31	2	Is garbage and refuse containers approved? Covered? Of adequate number? Insect/rodent proof? Clean?			
32	1	Are outside storage area of garbage/refuse properly constructed? Clean? Is incineration of garbage/refuse controlled?			
33	4	Are insects/rodents present in the facility?			
34&35	1	Are floors/walls/ceilings properly constructed? In good repair?			
36	1	Is lighting provided as required? Are light covers provided on light fixtures?			
37	1	Are rooms and equipment vented as required?			
38	1	Are facility staff areas/lockers provided as required? Are items properly stored? Is it clean?			
39	5	Are poisonous and toxic items properly stored, labeled, used?			
40	1	Are the facility premises free of litter and unnecessary items? Are cleaning maintenance equipment properly stored?			
41	1	Is there a complete separation from living/sleeping quarters?			
42	1	Is clean and soiled linen properly stored?			